

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING MINUTES**

COMMITTEE: Family Resources and Supports Committee
DATE: September 23, 2004

COMMITTEE MEMBERS

MEMBERS PRESENT: Theresa Rossini Co-Chair, Debbie Sarmento Co-Chair, Tony Anderson, Juno Duenas, Sherry Torok, Al Milan, Julie Kingsley, Terry Colborn, Laurie Jordan, Cheryl Treadwell and Doug Cleveland

MEMBERS ABSENT: Kay Ryan, Nina LaVine

DEPT. LIAISONS: Debby Reath, DDS; Mary Smithberger, CDE

GUESTS: Cheri Schoenborn (DDS), Cheryl Holden (DDS) and Sharon Rea Zone

STAFF: Stephanie Myers, WestEd/CPEI

**SUMMARY OF IMPORTANT POINTS, ACTIONS CONSIDERED AND
RECOMMENDATIONS**

Introductions and Opening Comments: Co-chairs Theresa Rossini and Debbie Sarmento called the meeting to order. Theresa and Debbie Sarmento welcomed the Committee and discussed the earlier Executive Committee meeting, Cheri Schoenborn also assisted in the discussion points. Theresa introduced Chris Drouin from the California Department of Education Special Education Division to give a presentation requested from the FRSC during the May 2004 FRSC meeting for Part B information regarding Transition.

Discussion Items:

- Theresa and Debbie asked the committee if there were any conflicts for the meeting schedule proposed. The committee did not identify any conflicts for the holidays, etc.
- Debbie announced the 7th Annual Family Resource Centers Network of California Training Conference, “Children are the Golden Threads That Weave Our Lives Together.” The conference will be held February 28 – March 1, 2005 at the San Jose Doubletree Hotel. A Director’s forum will be held on February 27, 2005. Registration information may be accessed at www.wested.org/CPEI.
- The committee reviewed the current data and information sources sent via mail by DDS for discussion around the priority area of Transition.

The Committee then continued to work and discuss the following:

1. **Multiple Strategies for Collaboration**
 - a. Letter to promote FRC system in collaboration with other entities
 - b. Departments that participate in the ICC to assist in promotion of the FRCs (how to do this in large Departments)
 - c. Fact sheet update (distribution for and beyond Early Start)
 - d. Best practices document including benefits of interagency system
 - e. FRCN CA steering committee and members of the FRSC to work on draft via conference call
2. **FRSC Action/Work Plan Progress (reference to FRSC Information Processing and Sharing Tool)**
 - #1) Part 1 July Transition Section of the ES, Part B and Part C requirement, Family Satisfaction, partners in Decision, Cal Stat, Packet 2 August 6 Annual Part C, State level agreements, media materials
 - #2) Completed
 - #3) and #4) Draft Philosophical statement / Mary and Juno: Shared information about updating Family Support Guidelines. Some of the ideas for this statement include, but are not limited to:
 - Clarify “Family Centered Services” and Family Support Services (possibly with scenarios)
 - Include indicators for Family Centered Care
 - Ensure the document is useful not only for FRC’s but also others who come in contact with families
 - Review monitoring process and ensure it includes family centered care as an approach by including indicators of family centered care. For example: The family was asked about resources (approach): how they ask the questions, will then determine the answer of family”
 - How people interact and being respectful of parents
 - There is a difference between Family Focus and Family Centered. (Appendix C Family Support Principles) – (pg 22) This is our philosophical statement needs to be reviewed and revised.
 - \$5) FRSC – Review Family Interview questions regarding Transition by September 2004 – Discussion / Review questions for Transition
 - Family Centered questions how to best assist in training staff to ask family centered questions?
 - Who is being interviewed and how are the questions being asked with accordance to the record reviews and the standards related to Transition?

- How does the Department of Developmental Services and the monitoring team address Transition with Family Centeredness? Recommendations for asking the questions and how to ask the questions. And other varying questions for example: regarding options: support to or support not to attend: Were you offered an opportunity to visit a range of recommended placement or service options for your child after age 3?

Next Steps

- Interim conference call to discuss the FRSC work plan to
- Family Support Guidelines: Interim conference call to draft philosophical statement, using the Family Support Guidelines as a guide.
- Collaboration and partnership strategies.

The meeting was adjourned at 4:45 pm.

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IDENTIFIED OUTCOME FOR TRANSITION	DATA REVIEWED	IDENTIFYING ADDITIONAL DATA NEEDED OR MISSING	WORK PLAN / TIMELINE	IDENTIFY COMMITTEE OR INTERAGENCY COLLABORATION	FOR NEXT MEETING
<p>Transition Plan to be completed by age 3 and an appropriate plan in place and implemented by the child's 3rd birthday</p> <p>Outcome: Every Early Start family becomes a knowledgeable decision maker</p>	<p>DDS Part C Annual Performance Report Status of Program Performance</p> <p>DDS Regional Center Child Find and Public Awareness Matrix (Transition Documentation Data p.g. 53)</p>	<p>Part B requirement (reference section 52112 Transition from Early Intervention Services)</p> <p>LEA's and Early Start requirements for Transition</p> <p>Cal-Stat survey</p> <p>CASRC Questions</p>	<p>Family Interview Questions Work plan / Timeline</p> <p>FRSC Committee to review new information and data requests prior to September 2004 meeting</p> <p>FRSC request ICC to include CDE representative at the September 2004 meeting and to be prepared with Part B information regarding Transition</p> <p>Draft philosophical statement by August 15, 2004 (Mary, Julie and Juno to lead)</p> <p>Provide recommendations to DDS on the types of questions regarding "Family Centered"</p> <p>Review Family interview questions regarding Transition by September 2004</p>	<p>Continue to collaborate with agencies regarding Transition with what is required</p> <p>FRSC would like to work with other Committees on the activity of Transition</p> <p>Interagency collaboration with Part B partners to learn and understand what is required and what is happening to children and families during the time of transition</p>	<p>CDE representative for September 2004 meeting for information regarding Part B</p> <p>DDS to provide the FRSC with Family Interview questions relating to Transition</p> <p>DDS to provide FRSC with Family Satisfaction questions related to Transition</p>

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		<p>Number of Family interviews per year in the State from DDS by July 30, 2004</p> <p>Family interview questions from DDS by July 30, 2004</p> <p>“Family Support Guidelines for Effective Practice” document from DDS by July 30, 2004</p> <p>Title 17 regulations regarding Transition to be in the September 2004 packet</p>	<p>Family Satisfaction Work plan/Timeline</p> <p>FRSC review new information and data requested prior to September 2004 meeting</p> <p>CDE representative</p> <p>Review Family Satisfaction questions regarding Transition</p>		